



M600 Standard Mail (Nonautomation)

## M620 Enhanced Carrier Route Standard Mail

**Summary** M620 describes the basic standards for all nonautomation rate Enhanced Carrier Route mailings. This includes package preparation, tray preparation for letter-size pieces, sack preparation for flat-size pieces, and irregular parcels.

### 1.0 BASIC STANDARDS

- All Mailings** [11-14-02] All mailings and all pieces in each mailing at Enhanced Carrier Route Standard Mail and Nonprofit Enhanced Carrier Route Standard Mail nonautomation rates are subject to specific preparation standards in 2.0 through 5.0 and to these general standards (Enhanced Carrier Route automation rate mailings must be prepared under M810):
- a. All pieces must meet the standards for basic eligibility in E610 and specific eligibility in E630. Nonprofit Enhanced Carrier Route Standard Mail must meet the additional eligibility standards in E670.
  - b. All pieces in each mailing must be in the same processing category as defined in C050, unless excepted by standard.
  - c. All pieces must meet the applicable general preparation standards in M010, M020, and M030 and the following:
    - (1) Subject to the marking standards in M012, Enhanced Carrier Route Standard Mail pieces must be marked “Presorted Standard” (or “PRSRT STD”), and Nonprofit Enhanced Carrier Route Standard Mail pieces must be marked “Nonprofit Organization” (or “Nonprofit Org.” or “Nonprofit”). All pieces must also be marked “ECRLOT” for basic rate, “ECRWSH” for high density rate, or “ECRWSS” for saturation rate.
    - (2) Unless excepted by standard, letter-size pieces must be prepared in letter trays and flat-size pieces must be prepared in sacks or on pallets. Certain flat-size pieces may be prepared in letter trays under M033.
    - (3) Pieces must be sequenced according to M050.
    - (4) [6-12-03] Pieces with a simplified address format must meet the standards in A020.
  - d. All pieces in the mailing must meet the specific sortation and preparation standards in M620 or the palletization standards in M045. Flat-size pieces may be prepared under M900.
  - e. Sortation determines rate eligibility as specified in E630.

- Documentation** A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation produced by PAVE-certified or MAC-certified software, or standardized documentation meeting the standards in P012. Documentation of postage is not required if the correct rate is affixed to each piece, or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance. In addition, at the time a mailing is presented for presort and postage verification, the mailer must submit a list of the number of pieces qualifying for each Enhanced Carrier Route rate claimed by 5-digit ZIP Code and, within each, by carrier route; additional documentation is required under M050 for the high density and saturation rates. After the first mailing, the postmaster may authorize the mailer to



keep the records and submit them on request. The mailer must keep these records for 90 days after the mailing date, or until any action pending on the recalculation of postage is resolved to USPS satisfaction.

**Low-Volume Destinations**

1.3

As a general exception to 2.0 through 5.0, a package with fewer than 10 pieces and either a less-than-full tray or a sack with fewer than 125 pieces *and* less than 15 pounds of pieces may be prepared to a carrier route when the saturation rate is claimed for the contents and the applicable density standard is met.

**Merged Containerization of Carrier Route, Automation, and Presorted Rate Flats**

1.4

Under the optional preparation in M920, carrier route rate packages are co-sacked with Presorted rate 5-digit packages prepared under M610 and with automation rate 5-digit packages prepared under M820 in merged 5-digit scheme sacks and merged 5-digit sacks. Under the optional preparation in M920, M930, or M940, carrier route rate packages prepared under 2.0 are copalletized with Presorted rate 5-digit packages prepared under M610 and with automation rate 5-digit packages prepared under M820 on merged 5-digit scheme pallets and merged 5-digit pallets. Presorted rate pieces may be co-packaged with automation rate pieces under M950.

**Residual Pieces**

1.5

Pieces not sorted as a carrier route mailing must be prepared as a separate mailing at Standard Mail automation or Presorted rates or at single-piece First-Class or Priority Mail rates.

**2.0 PACKAGE PREPARATION**

**General**

2.1

Only carrier route packages are prepared. Packages are not required in full carrier route trays.

**Package Preparation**

2.2

Package size: carrier route; required (10-piece minimum). Carrier route package labels are based on the sack or tray level in which placed:

- a. No label is required if the package is placed in a correctly labeled carrier route tray or sack.
- b. Packages in 5-digit carrier routes trays and sacks and in 3-digit carrier routes trays must have a facing slip unless the pieces in the package show a carrier route information line or an optional endorsement line.

**3.0 PREPARATION—LETTER-SIZE PIECES**

**Required Tray Preparation**

3.1

Preparation sequence, tray size, and labeling:

- a. Carrier route: required; full trays only, no overflow.
  - (1) Line 1: use city, state, and 5-digit ZIP Code on package, preceded for military mail by correct prefix under M031.
  - (2) Line 2: (a) Saturation: “STD LTR BC WSS,” followed by route type and number; (b) High density: “STD LTR BC WSH,” followed by route type and number; (c) Basic: “STD LTR BC LOT,” followed by route type and number.
- b. 5-digit carrier routes: required if full tray, optional with minimum one 10-piece package.
  - (1) Line 1: use city, state, and 5-digit ZIP Code on package, preceded for military mail by prefix under M031.
  - (2) Line 2: “STD LTR 5D CR-RT BC.”



c. 3-digit carrier routes: optional with minimum one 10-piece package for each of two or more 5-digit areas.

- (1) Line 1: use city, state, and ZIP shown in [L002](#), Column A, that corresponds to 3-digit ZIP Code prefix on package.
- (2) Line 2: "STD LTR 3D CR-RT BC."

**Tray Line 2 for  
Machinable  
Nonbarcoded Pieces**  
3.2

For trays that contain letter-size pieces that are machinable but not barcoded, use "MACH" on Line 2 in place of "BC."

**Tray Line 2 for  
Nonmachinable  
Pieces**  
3.3

For trays that contain letter-size pieces that are nonmachinable, use "MAN" on Line 2 in place of "BC."

**Tray Line 2 for Pieces  
With Simplified  
Address**  
3.4

For trays that contain letter-size pieces with a simplified address, use "MAN" on Line 2 in place of "BC."

#### 4.0 PREPARATION—FLATS

**Required Sack  
Minimums**  
4.1

A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the 125-piece ("PCS") or 15-pound ("WT") threshold or the method in [4.1b](#) ("BOTH").
- d. Sacks with fewer than 125 pieces or less than 15 pounds of pieces may be prepared to a carrier route when the saturation rate is claimed for the contents and the applicable density standard is met.

**Sack Preparation**  
4.2

Sack size, preparation sequence, and labeling:

- a. Carrier route: required (minimum of 125 pieces/15 pounds).
  - (1) Line 1: use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under [M031](#).
  - (2) Line 2: "STD FLTS ECRWSS" or "STD FLTS ECRWSH" or "STD FLTS ECRLOT" as applicable, followed by the route type and number.



- b. 5-digit scheme carrier routes: required (no minimum).
  - (1) Line 1: use [L001](#), column B.
  - (2) Line 2: "STD FLTS CR-RTS SCH."
- c. 5-digit carrier routes: required (no minimum).
  - (1) Line 1: use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under [M031](#).
  - (2) Line 2: "STD FLTS CR-RTS."

## 5.0 PREPARATION—IRREGULAR PARCELS

### Required Sack Minimums

#### 5.1

A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the 125-piece ("PCS") or 15-pound ("WT") threshold or the method in [5.1b](#) ("BOTH").

### Sack Preparation

#### 5.2

Sack size, preparation sequence, and labeling:

- a. Carrier route: required (minimum of 125 pieces/15 pounds).
  - (1) Line 1: use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under [M031](#).
  - (2) Line 2: "STD IRREG WSS" or "STD IRREG WSH" or "STD IRREG LOT" as applicable, followed by the route type and number.
- b. 5-digit carrier routes: required (no minimum).
  - (1) Line 1: use city, state, and 5-digit ZIP Code destination of packages, preceded for military mail by the prefixes under [M031](#).
  - (2) Line 2: "STD IRREG CR-RTS."